

# Bolham Community Primary School Governing Body

## TEACHING & LEARNING COMMITTEE MINUTES – 17<sup>th</sup> June 2021

Teaching & Learning Committee Minutes – Part 1				
Date/Time	Location			
17 <sup>th</sup> June 2021 at 16:30	Bolham School			
Attendees	Initials		Attendees	Initials
Abi Dent	AD		Juliet Hillier	JH
Nicola Holmes	NH		Stephen Moakes	SM
Denise Woodgate	DW/Chair			

Apologies	Initials		Absent without Apologies	Initials

In Attendance	Initials	Reason
Stephanie Rolfe	SR	Governor
Bruce Benton	BB	Clerk

Minutes to
All Governors

Ref	Minute, Action or Decision	Owner	Date Due
<b>1</b>	<b>Apologies</b> There were no apologies as all members of the committee were in attendance. AD & SM were not in attendance at the start of the meeting as delayed at work and so DW chaired the meeting.		
<b>2</b>	<b>Declaration of Business Interests</b> There were no additional declarations of interests.		
<b>3</b>	<b>Minutes of the Previous meeting on 4<sup>th</sup> March 2021</b> The minutes were agreed by all and signed off as a true and accurate record.		
<b>4</b>	<b>Matters Arising:</b>		
<b>a</b>	<b>Pathway to Tiverton discussion with C Harrower – Update</b> DW advised that the update from the previous meeting still stood, and she was not aware of any other planned work. Action complete.		
<b>b</b>	<b>Homework Policy – Apply updates and Approve</b> No update was provided.	AD	ASAP
<b>c</b>	<b>Year 6 Summer Term Practical Cookery Lessons</b> DW reported that practical cookery lessons would not be taking place this term. Action complete.		
<b>5</b>	<b>End of Spring Term Comparative Data</b> The report had been circulated to governors ahead of the meeting. DW asked if there were any questions on the contents of the reports.		

# Bolham Community Primary School Governing Body

## TEACHING & LEARNING COMMITTEE MINUTES – 17<sup>th</sup> June 2021

	<p><b>MATHS</b> - NH commented that the data generally showed an upward trend and asked why the SEN figure for Year 2 maths had reduced from 60% to 40% from March to May. JH explained that this was an individual pupil taking the Rising Stars assessment that had been on the cusp in March and had plateaued when undertaking the SATS assessment as they get harder throughout the year. JH reported that the recent SATS paper tests for maths were looking healthy and not below the normal level at this stage.</p> <p><b>READING</b> - NH commented that the data for reading was good, and JH added that the reading had improved significantly throughout the school. DW advised that Rising Stars was used as a marker for KS2 students and Book Bands for KS1 pupils.</p> <p><b>WRITING</b> - DW advised that an assessment for writing would be made later in the term.</p> <p><b>PHONICS</b> - phonics testing would be starting shortly.</p> <p>DW stated that the lessons learnt from the first lockdown were implemented in the second lockdown and the use of Microsoft Teams, the support of parents and regular contact between teacher and pupil had contributed to the improvements.</p>		
6	<p><b>Catch-up Premium – Data Analysis and Impact</b> The report had been circulated to governors ahead of the meeting.</p> <p><b>NH asked if the tuition sessions were helping.</b> DW advised that overall the tuition was helping. The majority of the children that did catch-up premium in the Spring Term did make progress with their end of term Rising Stars but not all have not sustained it and a true picture would not be seen until the end of the Autumn term. JH added that the children that probably wouldn't achieve ARE had still made an improvement.</p> <p>DW reported that the class 3 children's reading had improved since September using Accelerated Reader growth reporting.</p> <p style="text-align: center;"><b>SM joined the meeting</b></p> <p>DW stated that she was pleased in the utilisation of Rising Stars as the testing base rather than teacher assessments or book bands as this produced the more accurate results. NH and SR both agreed that the learning environment provided by the school and the support of parents had contributed to the improved performance across the school.</p> <p style="text-align: center;"><b>AD Joined the meeting</b></p>		
7	<p><b>Accessibility Statement 2020-22 - Update on Progress B1 Teachers to ensure that the needs of pupils who require additional support are in order for them to make</b></p>		

# Bolham Community Primary School Governing Body

## TEACHING & LEARNING COMMITTEE MINUTES – 17<sup>th</sup> June 2021

	<p><b>progress from their starting point and make the gains needed to read age-related expectations.</b>          DW reported that the ordinary intervention programme discussions for all pupils had taken place with the staff. A meeting with the TA's to review the whole intervention programme across the school, followed by a meeting with Gemma Cotter (SEN teaching assistant), had produced a standard approach for the school to the many programmes in place since the lockdowns. DW reported that some pupils were having wellbeing issues after several weeks and <b>AD asked if they were not progressing or not had a review.</b> DW stated it was due to a review not taking place.</p> <p><b>C1 Embed Early Help system to support families with accessing early support and ensuring continuity within special needs provision</b>          DW reported the Early Help system is in place and Sam Roberts (SENCO) leads most of them to ensure the parents have the support they require. DW added that DCC have been informed that are frequently required to take the professional lead as other agencies involved state that they do not have capacity to lead. <b>AD asked if additional work is involved.</b> DW advised that it involved organising meetings with parents, the review and the paperwork involved.</p> <p><b>C2 Development of parent consultation groups with regards to SEN</b>          DW reported that the work would be completed in the Autumn term. SENCO has been working with parents during lockdown and assisting with the transition to secondary education where necessary. DW added that changes are in progress for the introduction of Devon SEN hubs.</p> <p><b>C3 SENCO to review and monitor termly SEN parent teacher IEP and ECHP reviews</b>          DW advised that the IEPs and ECHPs are in progress.</p>		
8	<p><b>Staff Structures for September 2021</b>          DW reported that Miss Charlotte Smith had been recruited as the Class 3 teacher.</p> <p><b>The meeting went to Part 2 Minutes.</b></p>		
9	<p><b>Induction Process for 2021 Intake</b>          DW advised that as a result of the recent government announcement on the delay to restrictions, the transition arrangements could not be put into place and need to be reviewed or cancelled. <b>AD asked if any SEN pupils can be accommodated ahead of the move to secondary education.</b> DW stated that this was already in place via virtual sessions with SENCO involvement.          DW added that letters had been sent to the parents of the new children into Bolham advising that the Stay &amp; Play</p>		

# Bolham Community Primary School Governing Body

## TEACHING & LEARNING COMMITTEE MINUTES – 17<sup>th</sup> June 2021

	<p>sessions were cancelled. DW has offered a virtual meeting for parents with any questions. The afternoon of the non-pupil day on the 7<sup>th</sup> September 2021 has been offered for an introduction day for the new starters.</p>		
<b>10</b>	<p><b>Attendance – Update</b>            DW advised that the attendance across the school had been good.  <b>NH asked if there were more unauthorised absences due to revised holidays etc.</b> DW advised it was not a major problem but all requests for holiday outside term time are rejected unless exceptional circumstances.</p>		
<b>11</b>	<p><b>RSE &amp; RE – Is the delivery in line with policies, legal requirements and guidance?</b>            DW advised that approved the RSE policy is in place and meets the legal requirements by using the Jigsaw programme. Parents of KS2 parents have been advised this week that the theme this half term is Changing Me and that year 5 and 6 parents have the right to remove pupils from science and non-statutory elements of sex education. JH added that she enjoyed using the Jigsaw product as it had been extremely valuable as it has good lessons, resources and pictures leading to discussion topics.</p>		
<b>12</b>	<p><b>Policies to be approved by the Committee</b>            Policies had been circulated in advance of the meeting.</p>		
<b>a</b>	<p><b>Curriculum, Teaching &amp; Learning Policy</b>            AD had reviewed the unchanged policy and it was approved by all governors and signed off.</p>		
<b>b</b>	<p><b>English Policy</b>            JH had made slight amendments to reflect the introduction of Accelerated Reading and use of Babcock and it was approved by all governors and signed off.</p>		
<b>c</b>	<p><b>School Uniform Policy</b>            SM had reviewed the unchanged policy and recommended it was approved. DW suggested that as a result of the lockdown, when children were advised to wear sportswear all day on a PE day, and advised to wear dark clothing, this has recently relapsed and proposed a sports kit definition is included in the policy. AD asked for the policy on the uniform was enforced from September. DW proposed that all children need a thicker sweatshirt or hoodie. SM agreed to consult the local supplier and update the policy.</p>	SM	ASAP
<b>d</b>	<p><b>Equality &amp; Diversity Statement</b>            DW had updated the equality objectives for this year. SM recommended that the statement be approved. All governors agreed and the statement was signed off.</p>		
<b>e</b>	<p><b>Data Retention Policy</b>            AD had reviewed the unchanged policy from I-West and recommended it was approved. All governors agreed and it was signed off.</p>		
<b>f</b>	<p><b>Data Breach Policy</b></p>		

# Bolham Community Primary School Governing Body

## TEACHING & LEARNING COMMITTEE MINUTES – 17<sup>th</sup> June 2021

	AD had reviewed the updated policy from I-West and it was approved by all governors and signed off.		
<b>g</b>	<b>Data Protection Policy</b> AD had reviewed the updated policy from I-West and it was approved by all governors and signed off.		
<b>h</b>	<b>Data Subject Rights Statement</b> AD had reviewed the unchanged policy from I-West and recommended it was approved. All governors agreed and it was signed off.		
<b>i</b>	<b>Information Security Policy</b> AD had reviewed the updated policy from I-West and it was approved by all governors and signed off.		
<b>j</b>	<b>Special Categories of Personal Data Policy</b> AD had reviewed the updated policy from I-West and it was approved by all governors and signed off.		
<b>13</b>	<b>Policies to be recommended for approval by the FGB</b> Policies had been circulated in advance of the meeting.		
<b>a</b>	<b>Acceptable Behaviour &amp; Discipline Policy</b> NH agreed to review the unchanged policy ahead of the FGB.	NH	July
<b>b</b>	<b>Governors Written Statement of Behaviour Principles</b> NH agreed to review the unchanged policy ahead of the FGB.	NH	July
<b>c</b>	<b>Children in Care Policy</b> NH agreed to review the unchanged policy ahead of the FGB.	NH	July
<b>14</b>	<b>Date of Next Meeting – Wednesday 3<sup>rd</sup> November 2021 @ 5:00 p.m. (tbc)</b> The meeting closed at 17:15		